

KANSAS DEPARTMENT OF HEALTH & ENVIRONMENT
BUREAU OF HEALTH FACILITIES
HEALTH OCCUPATIONS CREDENTIALING

GUIDELINES FOR CONTINUING EDUCATION VIA DISTANCE LEARNING
TECHNOLOGIES

1. For subsequent approval of continuing education via distance learning technologies, the licensee shall submit the following:
 - a. Date, time frame and agenda of offering
 - b. Documentation of course content and objectives
 - c. Transcript or grade card for college credit course
 - d. Verification of attendance or completion of the course

2. For prior approval of continuing education via distance learning technologies, the sponsor shall submit the following:
 - a. Date, time frame and agenda of offering
 - b. Documentation of course content and objectives
 - c. Presenter qualifications
 - d. Licensee's name must be on certificate of completion

3. To offer a medication aide update course via distance learning technologies, the sponsor shall submit the following:
 - a. course approval form at least three weeks prior to the anticipated start date of the course
 - b. roster, update certification forms and fees subsequent to the delivery of the course